



OmniPage® Pro

User's Manual



Caere Corporation

100 Cooper Court
Los Gatos, California
95032-7603 USA

Caere GmbH

Innere Wiener Strasse 5
81667 München, Germany

Caere UK Information Centre

Abbey House
4 Abbey Orchard Street
Westminster, London SW1P 2JJ

Centre d'informations Caere

72, rue Baratte-Cholet
94100 Saint-Maur, France

Please Note

To use this program, you should know how to work in the Microsoft Windows environment. Please refer to Windows documentation if you have questions about how to use menu commands, dialog boxes, scroll bars, edit boxes, and so on.

OmniPage Pro for Windows

Version 10

Registration Number: _____

Copyright© 1999 by Caere Corporation. All rights reserved. The Caere logo, Caere, OmniPage, OmniPage Pro, PageKeeper, PageKeeper Pro, AutoOCR Toolbar, True Page, and OCR Proofreader are registered trademarks of Caere Corporation.

All other trademarks are the property of their respective companies.



Table of Contents

Welcome

Using This Manual	vi
Getting Online Help	vii
Help Menu	vii
Context-Sensitive Help.....	vii
Product Support	viii

Chapter 1 Installation and Setup

Minimum System Requirements.....	2
Installing OmniPage Pro	2
Setting Up Your Scanner With OmniPage Pro	3
Starting OmniPage Pro.....	4
Registering Your Software	5

Chapter 2 Introduction to OmniPage Pro

What Is Optical Character Recognition (OCR)?.....	8
OmniPage Pro's OCR Capabilities	8
Basic Steps of OmniPage Pro OCR	9
The OmniPage Pro Desktop	10
OmniPage Toolbox.....	11
Standard Toolbar.....	13
Image Toolbar	13

Chapter 3 Processing Documents

Different Ways to Process Documents	16
Converting Images to Text.....	17
Processing Documents Using the OCR Wizard.....	19
Automatic Processing.....	20
Manual Processing.....	21
Processing Documents In Other Applications.....	22
Improving OCR Results	23
Adjusting Page Images Before OCR.....	23
Changing Zone Properties	24
Matching Original Document Fonts.....	25

Proofreading OCR Results	25
Checking Recognized Text Against Original Text	27
Working with OmniPage Documents	28
Resizing a Page View	29
Changing Pages	29
Reordering Pages	30
Deleting Pages	30
Printing a Document	31
Closing a Document	31

Chapter 4 Settings and Commands

The OmniPage Toolbox.....	34
AutoOCR Toolbar	34
Manual OCR Toolbar	34
OCR Wizard.....	34
Setting Toolbar Commands.....	35
Activating Toolbar Commands.....	38
Selecting OmniPage Pro Settings.....	39
OCR Settings.....	40
Scanner Settings.....	40
Tables Settings	41
Direct OCR Settings	42
Process Settings	43

Chapter 5 Saving and Exporting

Saving a Document.....	45
Copying a Document to the Clipboard	48
Sending a Document as a Mail Attachment	48
Converting Text to Speech.....	49

Chapter 6 Technical Information

General Troubleshooting Solutions	52
Solutions to Try First	52
Testing OmniPage Pro	53
Low Memory Problems.....	54
Low Disk Space Problems	54
Supported File Types.....	55
OCR Problems	57
System Crash During OCR.....	57
Text Does Not Get Recognized Properly.....	58
Problems With Fax Recognition	59
Uninstalling the Software	60



Welcome

Welcome to OmniPage Pro, and thank you for using our software! The following documentation has been provided to help you learn about OmniPage Pro.

This User's Manual

This manual introduces you to the basics of using OmniPage Pro. It includes installation and setup instructions, an introduction to OmniPage Pro, task-oriented instructions, ways to customize processing, and technical information.

Online Help

OmniPage Pro's online Help contains basic and advanced information on features, settings, and procedures. The online Help is provided in HTML format, and has been designed for quick and easy information retrieval. Please see "Getting Online Help" on page ix for more information.

Readme File

The *Readme* file contains last-minute information about the software. Please read it before using OmniPage Pro. To open this HTML file, choose *Readme* in the Help menu after OmniPage Pro has been installed.

Scanner Setup Notes

The *Scanner Setup Notes* contains detailed information about supported scanners and related issues. To open this HTML file, choose *Scanner Setup Notes* in the Help menu after OmniPage Pro has been installed.

Using This Manual

This manual is written with the assumption that you know how to work in the Microsoft Windows environment. Please refer to your Windows documentation if you have questions about how to use dialog boxes, menu commands, scroll bars, drag and drop functionality, shortcut menus, and so on.

The following conventions are used in this manual.

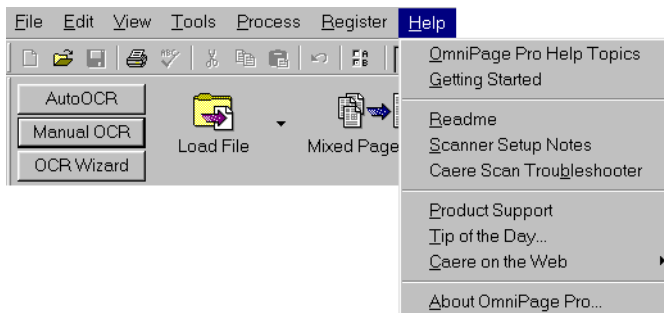
Convention	Purpose
<i>Italicized text</i>	- Emphasizes menu commands, dialog box options, labeled buttons, and file names For example: "Choose <i>Open...</i> in the File menu." - Emphasizes new terms the first time they are used - Emphasizes important words in a sentence
 Note symbol	Introduces a tip or an item of note
 Warning symbol	Introduces important information

Getting Online Help

In addition to using this manual, you can use OmniPage Pro's online Help to learn about features, settings, and procedures. Online Help is available after you install OmniPage Pro.

Help Menu

One way to open OmniPage Pro's online Help is to choose commands in the Help menu.



Context-Sensitive Help

You can get on-the-spot information about a particular OmniPage Pro command, toolbar button, or dialog box option in the following ways:



- Click the Help button in the Standard toolbar and then click any toolbar button, menu command, or area of the OmniPage Pro desktop to display a Help topic explaining that item.
- Click the question-mark button in the upper-right corner of a dialog box and then click an item in the dialog box to get a pop-up explanation for that item.
- Some dialog boxes have a *Help* button. Click *Help* to get information about that dialog box.

Product Support

For the fastest and easiest way to get help, please look for solutions in this manual or in the online Help. See “General Troubleshooting Solutions” on page 52 for troubleshooting tips.

If you need additional help, please use the following resources:

- **Caere on the World Wide Web**

Go to Caere’s World Wide Web site for common questions and answers, updates, patches, troubleshooting procedures, and product information. Caere’s Web site address is **www.caere.com**. You can also connect to Caere’s Web site by choosing *Caere on the Web* in the Help menu.

- **OmniPage Pro Readme File**

Read the *OmniPage Pro Readme* file for last-minute information about the software. You can view a text version of the *Readme* file from the first installation screen during installation of OmniPage Pro. To open an HTML version of the file after OmniPage Pro has been installed, choose *Readme* in the Help menu.

- **Caere Scan Troubleshooter**

Use the *Caere Scan Troubleshooter* to set up a scanner that is not listed in Caere Scan Manager or to resolve problems using your scanner with OmniPage Pro. The *Caere Scan Troubleshooter* has been provided to you in HTML format. Start *Caere Scan Troubleshooter* by choosing it from the Help menu of either Caere Scan Manager or OmniPage Pro.

- **Caere Product Support document**

Read the *Caere Product Support* document to get a list of support telephone numbers, including ones for international product support. This document has been provided to you as an electronic document in HTML format. To open this document, choose *Product Support* in the Help menu.



Chapter 1

Installation and Setup

This chapter provides information on installing and starting OmniPage Pro.

This chapter contains the following topics:

- Minimum System Requirements
- Installing OmniPage Pro
- Setting Up Your Scanner with OmniPage Pro
- Starting OmniPage Pro
- Registering Your Software

Minimum System Requirements

You need the following setup, at minimum, to install and run OmniPage Pro:

- Computer with a Pentium or higher processor
 - Microsoft Windows 95, Windows 98, Windows 2000, or Windows NT 4.0
 - 32MB of memory (RAM)
 - 50MB of free hard disk space to install application files and Caere Scan Manager
 - SVGA monitor with 256 colors
 - Windows-compatible pointing device
 - CD-ROM drive for installation
 - A compatible scanner if you plan to scan documents
- Please see the *Scanner Setup Notes* for a list of tested scanners.



Performance and speed will be enhanced if your computer's processor, memory, and available disk space exceed the minimum requirements.

Installing OmniPage Pro

OmniPage Pro's Setup program takes you through installation with instructions on every screen.

Before installing OmniPage Pro:

- Make sure your scanner is connected, turned on, and compatible with your system.
- Close all other applications, especially anti-virus programs.
- Log into your computer with administrator privileges if you are installing on Windows 2000 or Windows NT.



If you own a previous version of OmniPage Pro, or if you are upgrading from OmniPage Limited Edition, it is strongly recommended that you uninstall that product first and then restart your computer.

To install OmniPage Pro:

- 1 Insert OmniPage Pro's CD-ROM in the CD-ROM drive.
The Setup program should start automatically. If it does not start, locate your CD-ROM drive in Windows Explorer and double-click the *Setup.exe* program at the top-level of the CD-ROM.
- 2 Follow the instructions on each screen to install the software.
During installation, you may be prompted to enter a serial number. You can find your serial number on the label of the CD-ROM envelope.

Setting Up Your Scanner With OmniPage Pro

Caere Scan Manager is installed during OmniPage Pro installation. This sets up your scanner so you can use it with OmniPage Pro. During installation, Caere Scan Manager prompts you to select your scanner manufacturer and model.



Read the *Scanner Setup Notes* for more information on Caere Scan Manager and supported scanners. Choose *Scanner Setup Notes* in the Help menu after OmniPage Pro has been installed.

After installation, you can use Caere Scan Manager to set up additional scanners with OmniPage Pro and change various scanner settings. Caere Scan Manager is located in the Windows Control Panel.

To open Caere Scan Manager:

- 1 Click *Start* in the Windows taskbar and choose *Settings* ► *Control Panel*.
- 2 Double-click the Caere Scan Manager icon.



Starting OmniPage Pro

To start OmniPage Pro, click *Start* in the Windows taskbar and choose *Programs* ▶ *Caere OmniPage Pro 10.0*. Or, double-click the OmniPage Pro icon located in the folder where you installed OmniPage Pro.

OmniPage Pro's desktop appears when you open OmniPage Pro. See "The OmniPage Pro Desktop" on page 10 for an introduction to OmniPage Pro's user interface.

Standard toolbar

OmniPage Toolbox

The thumbnail view displays the pages in an open document.

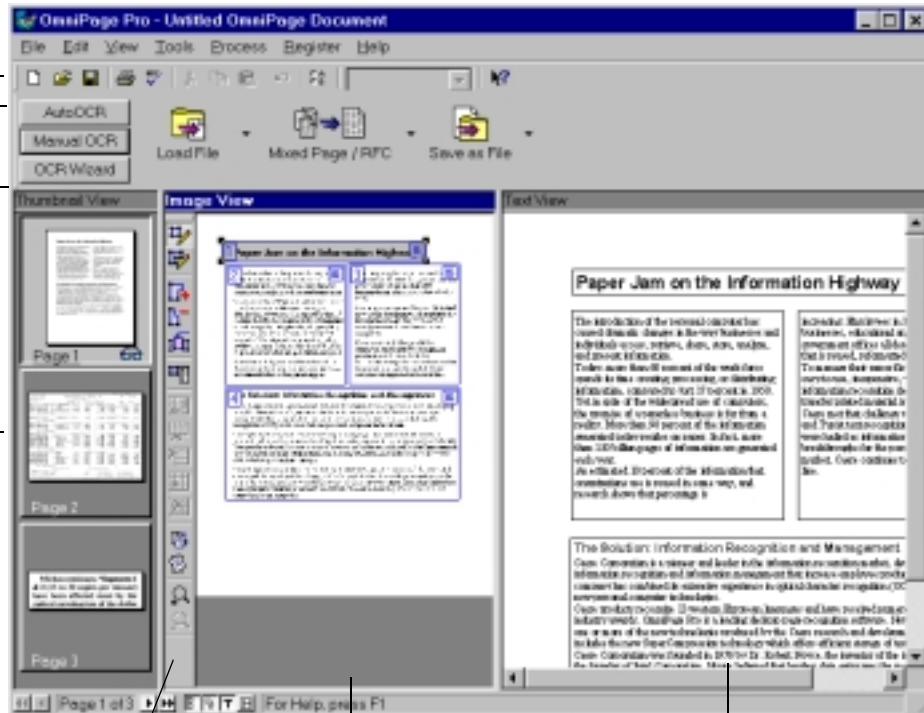


Image toolbar

The image view displays the current page's original image.

The text view displays the current page's recognized text and retained graphics.

Registering Your Software

Register your copy of OmniPage Pro with Caere Corporation to receive notification of special offers and the best prices on product upgrades.



If you purchased your product directly from Caere, you may not need to register again. Your version of OmniPage Pro will not display a *Register* menu if you do not need to register it.

To register OmniPage Pro:

- 1 Click the *Register* menu to open the Register dialog box.
- 2 Click *Register Now*.
- 3 Fill out the information requested on the screen and then click *Next*.
- 4 Follow the instructions on the screen.
You can use your modem, FTP, or HTTP connections to transmit your registration information directly. Or, you can call Caere's registration phone number or print out and mail in your registration information.



After registration is complete, you will be given a registration number. Be sure to write that number down and keep it handy in case you need to use it for reinstallation. If you reinstall OmniPage Pro using your registration number on the same computer, you will not have to go through the entire registration process again to reregister it.

To reregister OmniPage Pro after reinstallation:

- 1 Click the *Register* menu to open the Register dialog box.
- 2 Click *Reregister*.
- 3 Type in your registration number and click *OK*.



Chapter 2

Introduction to OmniPage Pro

You probably use your computer for most business correspondence and other written projects. The challenge is that certain sources of information cannot be used immediately on a computer.

For example, if you want to incorporate information from a magazine article into a document in your word processor, you somehow have to get the text from the article into your computer. Painstakingly retyping the article is not an appealing solution.

OmniPage Pro offers a smart solution to increase your work productivity. OmniPage Pro's *optical character recognition (OCR)* technology accurately and easily converts scanned paper documents and image files into editable text for use in your favorite computer applications. OmniPage Pro eliminates the need for manual retyping.

Please continue reading this chapter for information on these topics:

- What Is Optical Character Recognition (OCR)?
- The OmniPage Pro Desktop

What Is Optical Character Recognition (OCR)?

Optical character recognition (OCR) is the process of turning an *image* into computer-editable text. An image is an electronic picture of text such as a scanned paper document or an electronic fax file. Images do not have editable text characters; they have many tiny dots (*pixels*) that together form a picture of text.

During OCR, OmniPage Pro analyzes an image and defines characters to produce editable text. After OCR, you can save the resulting text to a variety of word-processing, page layout, and spreadsheet applications.

OmniPage Pro's OCR Capabilities

In addition to text recognition, OmniPage Pro can retain the following elements of a document during OCR.

Graphics

Photos, logos, and drawings are examples of graphics.

Text formatting

Font types, font sizes, and font styles (such as **bold** or *italic*) are examples of text formatting.

Page formatting

Column structure, paragraph spacing, table formats, and placement of graphics are examples of page formatting.

The graphics, text formatting, and page formatting elements that OmniPage Pro retains are determined by the settings you select. Refer to the Settings Guidelines in the online Help for more information about selecting settings.



OmniPage Pro only recognizes machine-printed characters such as laser-printed or typewritten text. However, it can retain handwritten text, such as a signature, as a graphic.

Basic Steps of OmniPage Pro OCR

These are the basic steps of OmniPage Pro's OCR process.

1 Bring a document image into OmniPage Pro.

You can scan a paper document or load an image file. The resulting image appears in OmniPage Pro's image view.

2 Perform OCR to convert text information into editable text characters.

During OCR, OmniPage Pro creates *zones* around areas that will be processed, and then interprets text characters or graphics in each zone. After OCR, you can check and correct errors in the document using the OCR Proofreader.

3 Export the document to the desired location.

You can save your document to a specified file format, place it on the Clipboard, or send it as a mail attachment. You can also listen to your document before saving it by having OmniPage Pro read the text out loud.



There are different ways to start the OCR process. See “Different Ways to Process Documents” on page 16 for more information.

The OmniPage Pro Desktop

OmniPage Pro's desktop displays the pages of an open document in its thumbnail view, image view, and text view. You can use the Standard, AutoOCR, Manual OCR, and Image toolbars to perform various tasks on the document, or the OCR Wizard to walk you through the entire process.

Standard toolbar

OmniPage toolbox

The thumbnail view displays a picture of each page in the document.

The current page is highlighted with a light border around it.

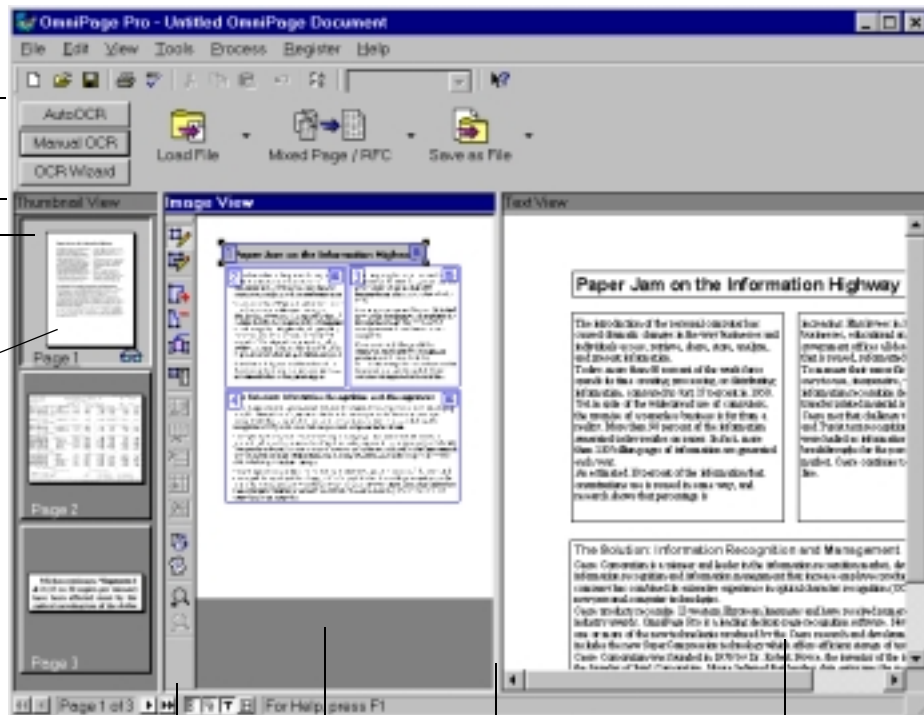


Image toolbar

Drag this splitter to the left or right to resize a view.

The image view displays the current page's original image.

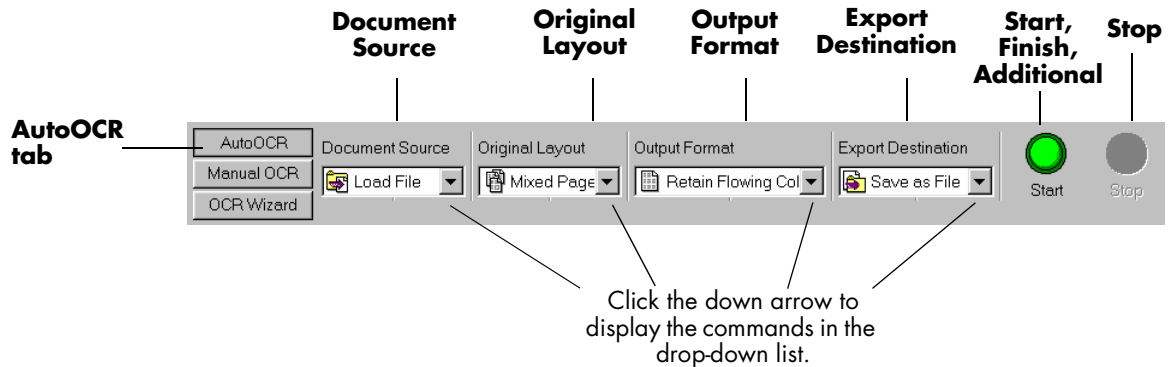
The text view displays the current page's recognized text and retained graphics.

OmniPage Toolbox

The OmniPage Toolbox contains the AutoOCR® toolbar, the Manual OCR toolbar, and the OCR Wizard.

AutoOCR Toolbar

The AutoOCR toolbar contains drop-down lists where you can select process commands, and buttons to start, stop, finish, and continue automatic processing.

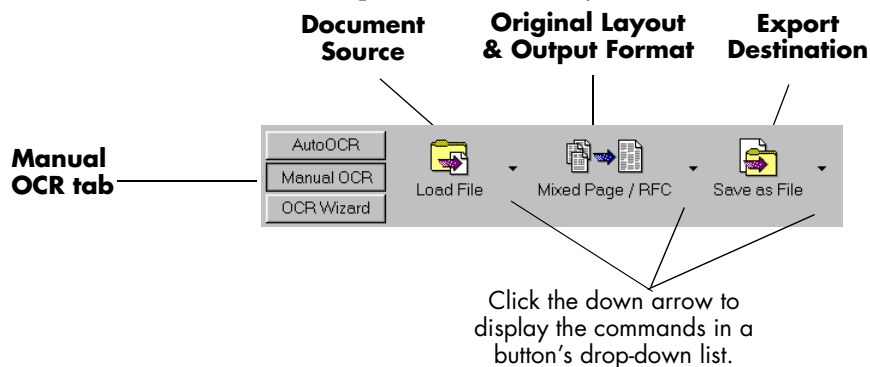


You can set different commands in the AutoOCR toolbar drop-down lists for the operations you want to perform. Click the Start button to process your document from start to finish according to the selected settings and commands.

- The Document Source drop-down list allows you to set how you want OmniPage Pro to retrieve your document. You can bring in images by scanning or loading pages.
- The Original Layout drop-down list allows you to select the setting that describes the appearance of your original document.
- The Output Format drop-down list allows you to select how much of your document's original formatting you want to keep.
- The Export Destination drop-down list allows you to select whether you want to save, copy, send your recognized document as a mail attachment, or have recognized text read out loud.

Manual OCR Toolbar

The Manual OCR toolbar contains buttons that can activate each step of the OCR process individually.



You can set commands in the Manual OCR toolbar buttons' drop-down lists for the operations you want to perform. Click each button to process your document step-by-step.

OCR Wizard

The OCR Wizard guides you through the entire OCR process by asking you questions about your document and selecting the appropriate settings for you. Click the OCR Wizard tab in the OmniPage Toolbox to display the Wizard button. Click the button to open the first Wizard screen.



Standard Toolbar

The Standard toolbar contains buttons and a drop-down list for performing standard tasks.

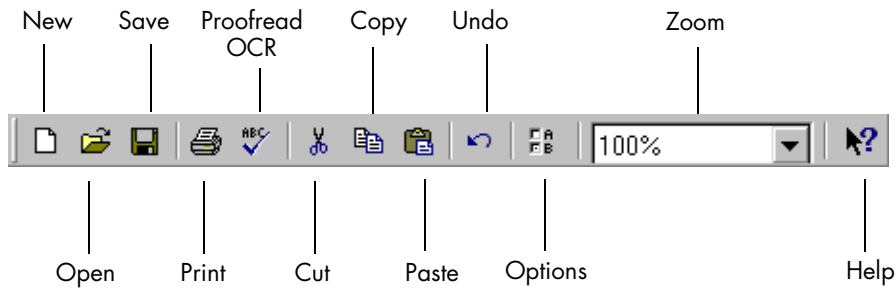
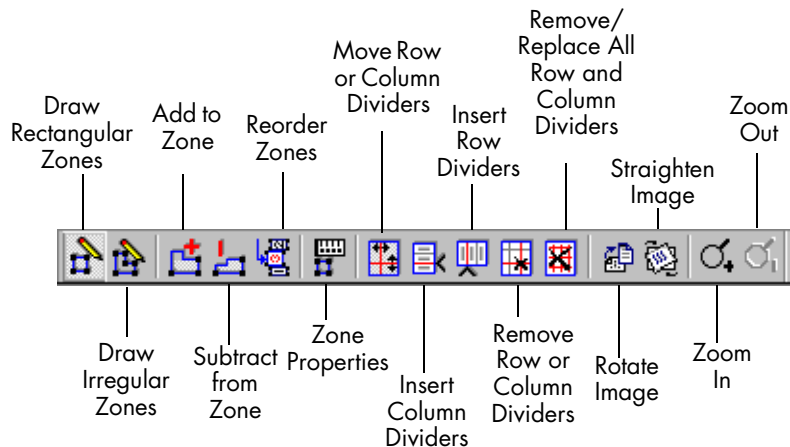


Image Toolbar

The Image toolbar contains buttons that allow you to work with zones in an image, rotate or straighten an image, or zoom in and zoom out on an image. The Image toolbar can be moved anywhere on the desktop, and docked anywhere within the image view.





Processing Documents

This chapter describes how to work with documents in OmniPage Pro, including each step of the OCR process.

There are different ways to accomplish the same tasks in OmniPage Pro. You can use toolbar buttons or menu commands to start procedures. OmniPage Pro can perform all OCR steps automatically, you can start each step individually, or you can use the OCR Wizard to guide you through the OCR process.

Please continue reading this chapter for information on these topics:

- Different Ways to Process Documents
- Converting Images to Text
- Improving OCR Results
- Working With Documents in OmniPage Pro



For complete information on all OmniPage Pro commands, settings, and procedures, please use OmniPage Pro's online Help. See Chapter 4, OmniPage Pro Settings, for more information on selecting appropriate settings for your document.

Different Ways to Process Documents

There are different ways to process your documents with OmniPage Pro:

- **Using the OCR Wizard**

The OCR Wizard guides you through each step of the process by asking you questions, selecting settings and commands, and performing each step for you. This is a good way to get started if you are new to OmniPage Pro.

- **Automatically**

The fastest and easiest way to process your document is to let OmniPage Pro do it automatically for you. Select settings in the Options dialog box and commands in the AutoOCR toolbar and then click *Start*. OmniPage Pro will perform each step for you.

- **Manually**

You may want to process your document manually if you want to customize the way your page is handled. You control each step by selecting settings in the Options dialog box and commands in the Manual OCR toolbar and clicking the process buttons separately.

- **In other applications**

You can use OmniPage Pro's *Direct OCR* feature to process your document without ever leaving your word-processing or other application.

Converting Images to Text

Optical character recognition (OCR) is the process of turning an image into computer-editable text so you do not have to retype the text manually. The basic steps of OmniPage Pro's OCR process are explained on page 9. The following is a summary of those steps.

- 1 Bring a document image into OmniPage Pro.
- 2 Select settings in the Options dialog box and processing commands in the toolbar drop-down lists. These selections will affect OCR results.
- 3 Perform OCR automatically, manually, using the OCR Wizard, or in another application to create zones on the image and convert text information into editable text characters.
- 4 Save the document to the desired location.

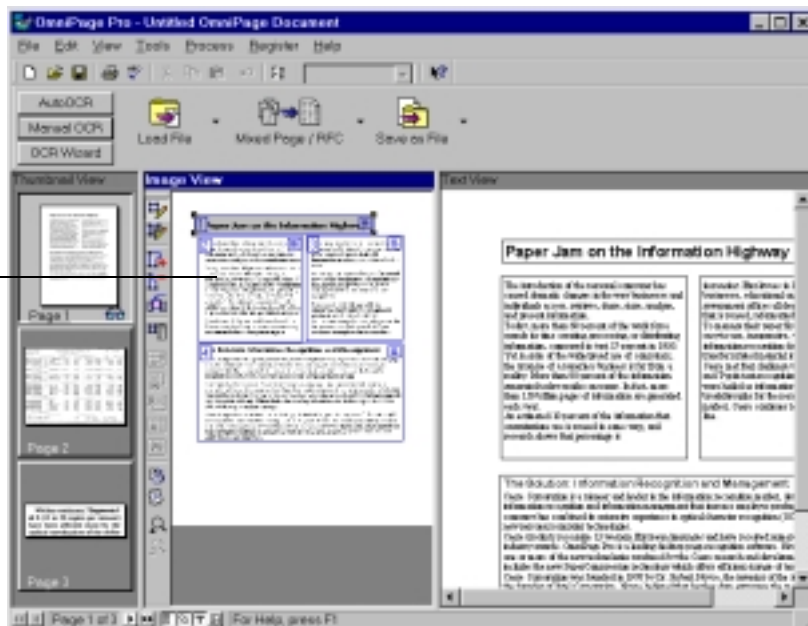
During OCR, OmniPage Pro uses the selected settings and commands in the Options dialog box and the OmniPage Toolbox to determine the text flow on a page, and creates ordered *zones* around areas of a page image to identify what will be recognized as text or retained as a graphic.



OmniPage Pro only recognizes machine-printed characters such as laser-printed or typewritten text. However, it can retain handwritten text, such as a signature, as a graphic.

After OCR, the document with zones drawn is displayed in the image view, and the recognized text is displayed in the text view where you can proofread results.

These are text zones. They will be converted to text during OCR.

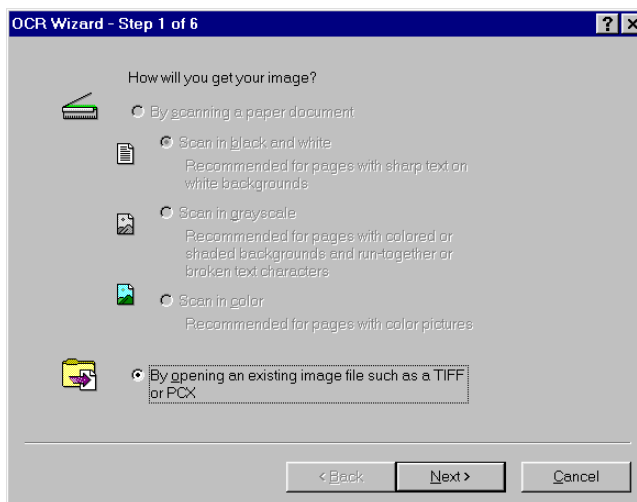


Processing Documents Using the OCR Wizard

The OCR Wizard guides you through the entire OCR process by asking you questions about your document and selecting the appropriate settings and commands for you.

To process your document using the OCR Wizard:

- 1 Click the *OCR Wizard* tab in the OmniPage Toolbox and click the Wizard button.
Or, choose *OCR Wizard* in the Process menu.
The first wizard screen appears.



- 2 Answer the question in the first screen and click *Next*.
- 3 Continue answering questions in the screens that follow.



OmniPage will remember your selections until you change them. The next time you perform OCR on a similar document, click *Start* on the AutoOCR Toolbar to process your document.

Automatic Processing

Use the AutoOCR toolbar in the OmniPage Toolbox to process a new document from start to finish or to finish processing an open document.

To process your document automatically:

- 1 Click the AutoOCR tab in the OmniPage Toolbox to display the AutoOCR toolbar.
- 2 Select processing commands in the AutoOCR toolbar:
 - Set the desired Document Source command in the drop-down list.
You can get an image into OmniPage Pro by scanning or by loading a file.
 - Set the desired Original Layout command in the drop-down list.
Choose the option that best describes your original document layout.
 - Set the desired Output Format command in the drop-down list.
Choose how much of your document's original formatting you want to keep.
 - Set the desired Export Destination command in the drop-down list.
You can save your document, send it as a mail attachment, copy it to the clipboard for use in other applications, or have OmniPage Pro read recognized text out loud.
- 3 Choose *Options* in the Tools menu and check that settings are appropriate for your document. See Chapter 4, "Settings and Commands," for more information on Options settings.
- 4 Click *Start* or choose *Start* in the Process menu.
Each page of the document is processed and finished in order according to the selected settings and commands.



The Manual OCR toolbar and the OCR Wizard are unavailable during automatic processing. However, you can stop automatic processing by clicking *Stop* in the AutoOCR toolbar, and switch to the Manual OCR toolbar to finish processing your document manually, or click *Finish* in the AutoOCR toolbar to finish processing your document automatically.

Manual Processing

Use the Manual OCR toolbar to process a document step-by-step.

You can use the Manual OCR toolbar functions on a new document or a document that has been partially or completely processed automatically or using the OCR Wizard.

Refer to the online Help for information on drawing zones manually.

To process your document manually:

- 1 Click the Manual OCR tab in the OmniPage Toolbox.
- 2 Select processing commands in the AutoOCR toolbar:
 - Set the desired Document Source command in the drop-down list.
You can get an image into OmniPage Pro by scanning or by loading a file.
 - Set the desired Original Layout and Output Format commands in the drop-down list.
Choose the original layout option that best describes your original document appearance, and the output format option that describes how you want your processed document to look.
 - Set the desired Export Destination command in the drop-down list.
You can save your document, send it as a mail attachment, copy it to the clipboard for use in other applications, or have OmniPage Pro read recognized text out loud.
- 3 Choose *Options* in the Tools menu and check that settings are appropriate for your document.
See Chapter 4, “Settings and Commands,” for more information on Options settings.
- 4 Click each button in the Manual OCR toolbar to perform each task individually.

Processing Documents In Other Applications

You can use OmniPage Pro's *Direct OCR* feature to process your documents in other applications. For example, you can scan, recognize, and paste text directly into a document without ever leaving your word-processing application.

You can use Direct OCR with applications that have been registered with OmniPage Pro. An application must be installed on your computer and registered in the OmniPage Pro Options dialog box in order to use it with Direct OCR. See the online Help for more information about Direct OCR.

To start the OCR process outside OmniPage Pro:

- 1 Align your document in your scanner if you plan to scan.
- 2 Open the application in which you want to insert recognized text.
The application must already be registered in OmniPage Pro to work with Direct OCR. Once the application is registered, you do not need to open OmniPage Pro to use Direct OCR.
- 3 Place the cursor at the location in your document where you want to insert recognized text.
- 4 Choose *Acquire Text Settings...* in the application's File menu if you want to check the current settings.
- 5 Choose *Acquire Text...* in the application's File menu when you are ready to start the OCR process.

OCR processing occurs according to the selected settings. Recognized text appears at the cursor location in your application. If no document is open, text is copied to the Clipboard.



Text formatting, such as **bold** and *italics*, is retained if the application supports RTF information. Otherwise, only plain text will be pasted. Graphics are retained if the application supports bitmap images.

Improving OCR Results

OmniPage Pro has many features that allow you to customize processing and improve OCR results. Please refer to the online Help for more information on these and other ways to improve OCR results.

Adjusting Page Images Before OCR

You can rotate and straighten page images in OmniPage Pro's image view before zoning and OCR take place. This is recommended to improve OCR accuracy on pages that are not oriented correctly.



If you need to rotate or straighten a page, be sure to do so *before* performing OCR because all zones are deleted during these operations.

To rotate a page image:

- 1 Click on the page image to make the image view active.
- 2 Click the Rotate Image button to rotate the image 90-degrees (clockwise) at a time.
Or, choose *Rotate* ► in the View menu and select 90, 180, or 270 degrees.



To straighten a page image:

- 1 Click on the page image to make the image view active.
- 2 Click the Straighten Image button.
Or, choose *Straighten Image* in the View menu.
OmniPage Pro straightens the page image up to a maximum of 10 degrees. OmniPage Pro will not straighten a page if it determines that it is unnecessary.



It is recommended that you have OmniPage Pro automatically rotate or straighten pages if needed during OCR by simply selecting the *Automatically straighten page image* and *Automatically correct page orientation* options in the *Process* tab of the Options dialog box.

Changing Zone Properties

Zones play a big part in determining OCR results.

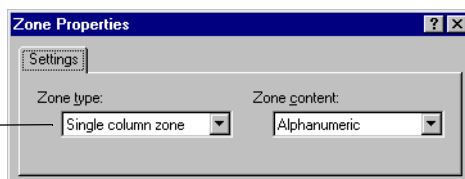
Once zones have been created, you can change the shape, size, location, order, and properties of each zone. Please refer to the online Help for more information on customizing zones.

To change the properties of a zone:

- 1 Select the zone you want to modify by clicking it.
You can Shift-click to select multiple zones. Selected zones are shaded.
- 2 Click the Zone Properties button to open the Zone Properties dialog box.



The settings in this dialog box will be blank if multiple zones with different settings are selected.



Close button

- 3 Select a zone type for the selected zones.
- 4 Select a zone content for the selected zones.
You can select a zone-content setting for any zone type except Graphic.
- 5 Click the Close button when you are done.



You can also change a zone's type and content settings individually by clicking your right mouse button over the zone and choosing a setting in the shortcut menu that appears.

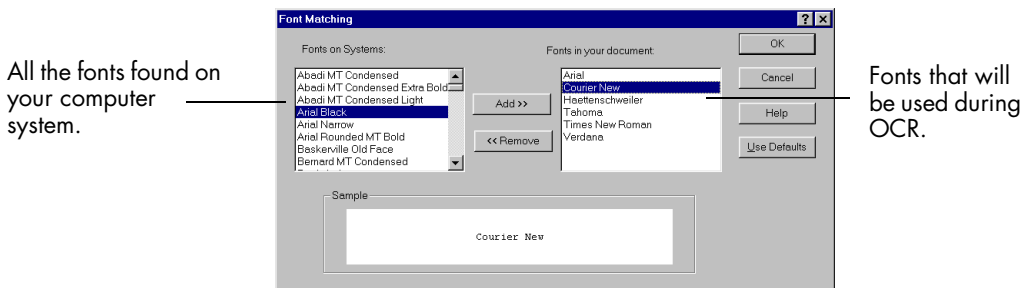
Matching Original Document Fonts

You can retain the font characteristics in your document during OCR if you select an Output Format option other than *Remove Formatting*. See “Output Format” on page 36 for more information.

OmniPage Pro automatically matches detected font types to specified fonts. To match fonts, OmniPage Pro analyzes text and compares it to the fonts you have selected.

To customize the font matching for recognized text:

- 1 Choose *Options...* in the Tools menu to open the Options dialog box.
- 2 Click the *OCR* tab.
- 3 Click *Font Matching...* to open the Font Matching dialog box.



All the fonts on your computer system will be listed on the left.

- 4 Select fonts that you believe to be in your document and add them to the list on the right.
For best results, please limit the selected fonts to the ones that are in your document.
- 5 Click *OK* when you are done.

Proofreading OCR Results

After performing OCR, recognized text appears in the text view where you can proofread the results.

OmniPage Pro marks suspected errors in green and inserts a red “reject” character for any character it cannot recognize. To turn off these color markers, choose *Show Markers* in the View menu so that it is deselected.

To proofread OCR results and correct errors:

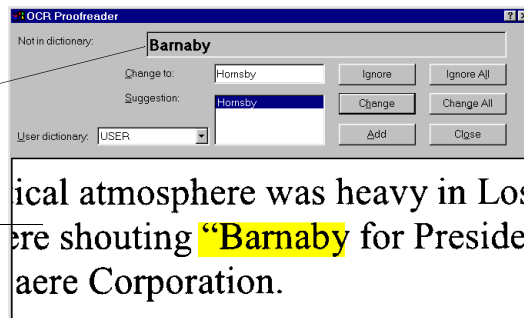


- 1 Click the Proofread OCR button in the Standard toolbar, or choose *Proofread OCR...* in the Tools menu.

If a suspected error is detected, the OCR Proofreader dialog box displays the error and a picture of how it originally looked in the image.

This is what OmniPage Pro thought the word was.

This window shows a picture of the original image. Click inside it to enlarge or reduce the picture. You can also drag a corner of the dialog box to see more areas of the image.



- 2 Select how you want OmniPage Pro to treat the word.
After you choose an option for the word, the OCR Proofreader looks for the next possible error.
- 3 Click *Close* to stop proofreading OCR.
Color markers are removed from words that have been proofread.



You can also select *Read Text Aloud* in the Export Destination drop-down list to proofread your document by listening to OmniPage Pro read the recognized text out loud.

Checking Recognized Text Against Original Text

After performing OCR, you can compare recognized text against the original image to verify that the text was recognized correctly.

To verify text against its original image:

- 1 Double-click any word in the text view or select a word and choose *Verify Text* in the Tools menu.

The Verify Text window opens and shows a picture of the original word and its surrounding area.

This window shows a picture of the original image. Click inside it to enlarge or reduce the picture. You can also drag a corner of the window to resize it.

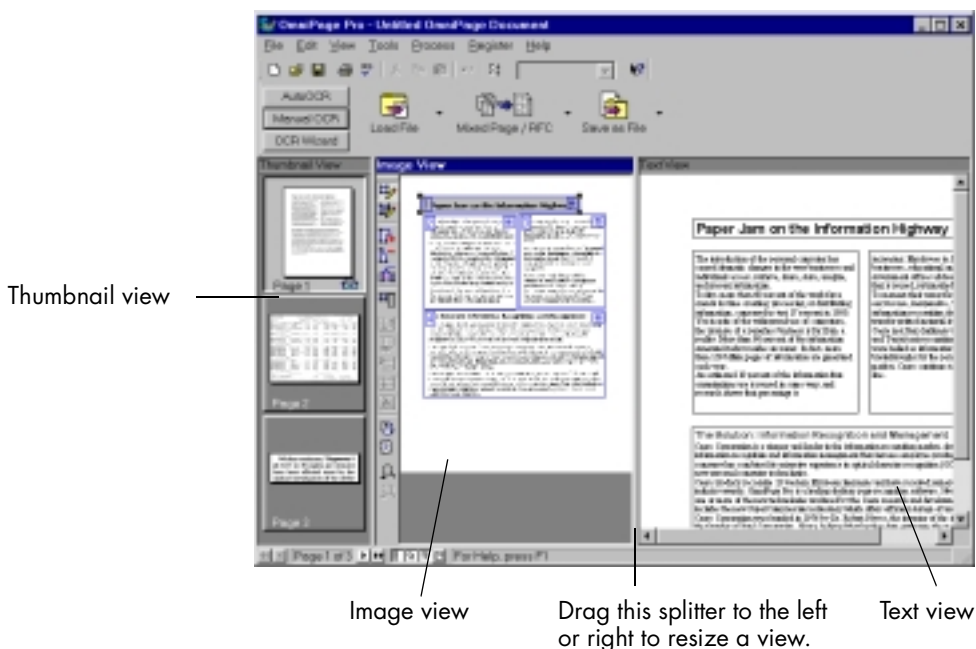


Close
button

- 2 Click inside the window to enlarge or reduce the picture.
The picture is enlarged on the first two clicks and reduced on the next two clicks.
- 3 Continue double-clicking words that you want to verify.
The display changes as you select new words.
- 4 Click the Close button to close the window.

Working with OmniPage Documents

OmniPage Pro's thumbnail, image, and text views allow you to look at and work with pages in the current document.



This section describes the following procedures:

- Resizing a Page View
- Changing Pages
- Reordering Pages
- Deleting Pages
- Printing a Document
- Closing a Document

Resizing a Page View

You can resize a page displayed in the image view or text view to enlarge or reduce the view.

To resize a page view:

- 1 Click in the view you want to enlarge or reduce to make it active.
- 2 Choose a size options in the Zoom drop-down list in the Standard toolbar.
Or, choose *Zoom* in the View menu and select a size option in the drop-down list.
The page resizes as specified.



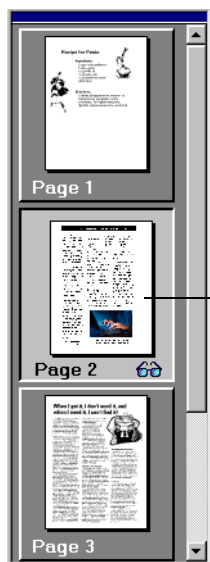
You can also click your right mouse button in the view you want to resize and select a size option in the shortcut menu. (If you are resizing the image view, click outside of a zone.)

Changing Pages

The thumbnail view, image view, and text view all display the same page of a document.

You can change pages in a document in the following ways:

- Click the thumbnail of the page you want to display.



The thumbnail of the currently displayed page is highlighted with a light border around it.

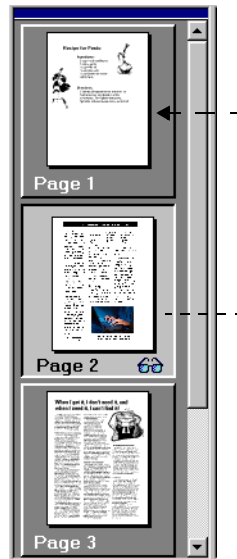
- Click the Next Page or Previous Page buttons at the lower-right corner of the OmniPage Pro desktop.



- Choose *Next Page*, *Previous Page*, or *Go to Page...* in the Edit menu.

Reordering Pages

You can reorder pages in a document by dragging their thumbnails to different positions in the thumbnail view.



Click the thumbnail of the page you want to move and drag it above the desired page number.



Hold down the Ctrl key while you click thumbnails if you want to select multiple thumbnails to move as a group.

Deleting Pages

If you delete a page from a document in OmniPage Pro, the thumbnail, original image, and recognized text for that page are all deleted.

To permanently delete pages:

- Choose *Delete Current Page* in the Edit menu to delete the currently displayed page.
- Select one or more thumbnails of pages you want to delete and press the Delete key.



Undoing Changes

You can click the Undo button or choose *Undo* in the Edit menu to cancel the very last change you made in the text view. You can also choose *Undo* to cancel zone edits in the image view. However, page deletions cannot be undone.

Printing a Document

You can print the current document's original page images or recognized text.

To print a document:

- 1 Choose *Print...* in the File menu and choose one of the following in the submenu:
 - Choose *Image...* to print original page images.
 - Choose *Text...* to print recognized text.
- 2 Select the desired print settings in the Print dialog box.
- 3 Click *OK* to start the print job.



As a shortcut, you can click either the text or image view to make it active and then click the Print button to print from that view.

Closing a Document

Choose *Close* in the File menu to close a document.

You are prompted to save your document if you have not saved it or have modified it since the last save. Save a document as an OmniPage Document (* .opd) if you want to reopen it in OmniPage Pro.



Settings and Commands

This chapter describes OmniPage Pro toolbar commands and Options settings. Please also look in OmniPage Pro's online Help for more detailed information on settings and commands.

The settings and commands you select for processing documents can greatly affect OCR results. You may have to experiment with different settings and commands to get the results you want.

Please continue reading this chapter for information on these topics:

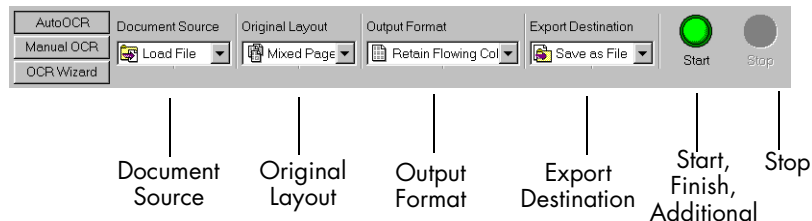
- The OmniPage Toolbox
- Selecting OmniPage Pro Settings
- OCR Settings
- Scanner Settings
- Tables Settings
- Direct OCR Settings
- Process Settings

The OmniPage Toolbox

The OmniPage Toolbox contains the AutoOCR toolbar, the Manual OCR toolbar, and the OCR Wizard.

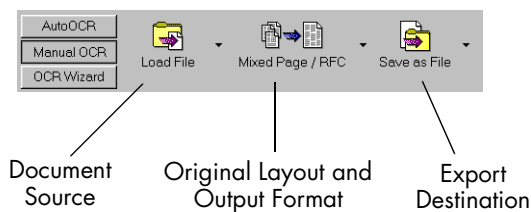
AutoOCR Toolbar

The AutoOCR toolbar allows you to process a document from start to finish automatically according to the commands you select in the drop-down lists.



Manual OCR Toolbar

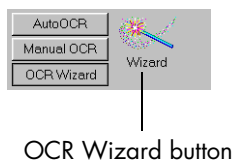
The Manual OCR toolbar allows you to process a document step-by-step according to the commands you select in each button's drop-down list.



The Original Layout and Output Format commands are combined on one button on the Manual OCR toolbar. To set each command, select Original Layout and Output Format in the button's drop-down list and choose the desired commands in the dialog box.

OCR Wizard

Click the OCR Wizard tab in the OmniPage Toolbox and then click the OCR Wizard button to open the OCR Wizard.



Setting Toolbar Commands

Document Source

You can bring documents into OmniPage Pro by loading a file or scanning an image.

The Document Source drop-down list contains the following options:

- **Load File**
Select *Load File* to load existing image files such as TIFF or PCX files into OmniPage Pro.
- **Scan B&W**
Select *Scan B&W* to scan a black and white paper document into OmniPage Pro.
- **Scan Grayscale**
Select *Scan Grayscale* to scan a grayscale paper document into OmniPage Pro.
- **Scan Color**
Select *Scan Color* to scan a color paper document into OmniPage Pro.



Scanning commands are only available if you have set up Caere Scan Manager to work with your scanner. Caere Scan Manager is installed during OmniPage Pro installation, and is located in the Windows Control Panel. Choose *Scanner Setup Notes* in the Help menu for more information

Original Layout

Select a setting that best describes how your original document looks in the Original Layout drop-down list. This setting is used when OmniPage Pro automatically creates zones on the page.

The Original Layout drop-down list contains the following options:

- **Single Column**
Select *Single Column* to have OmniPage Pro automatically draw and order zones for pages with one column of text or graphics, such as memos or letters.
- **Multiple Column**
Select *Multiple Column* to have OmniPage Pro automatically draw and order zones for pages with more than one column of text or graphics, such as newspaper and magazine articles.

- **Spreadsheet**

Select *Spreadsheet* to have OmniPage Pro automatically draw and order zones for pages with tables or spreadsheets.

- **Mixed Page**

Select *Mixed Page* to have OmniPage Pro automatically draw and order zones for pages with a combination of text, tables or spreadsheets, and graphics, in one or more columns.

- **Zone Templates**

Select a zone template to create zones on page images using that template. Zone templates are identified by the word *Template* in front of their names. Zone templates appear in the drop-down list only if you have created one or more zone templates. See the online Help topic “Creating Zone Templates” for more information.

Output Format

Select a setting that specifies how much of the original formatting you want to retain in your recognized document.

The Output Format drop-down list contains the following items:

- **Remove Formatting**

Select *Remove Formatting* to strip all formatting. Recognized text will be in one font and font size. Any graphics will be placed at the bottom of the page.

Click *Font Matching* on the OCR tab of the Options dialog box to select the recognized text font.

- **Retain Font & Paragraph**

Select *Retain Font & Paragraph* to retain font characteristics and some paragraph formatting. This does not retain graphic positioning or side-by-side column layouts. Any graphics will be placed at the bottom of the page.

- **Retain Flowing Columns**

Select *Retain Flowing Columns* to retain font characteristics, some paragraph formatting, graphic positioning, and side-by-side column layouts.

- **True Page**

Select *True Page* to retain the original appearance of the page as much as possible. This setting uses frames to preserve the look of a page.

Export Destination

You can export recognized text and retained graphics for use in other applications by saving them as a file, sending them as a mail attachment, or copying them to the clipboard. You can also listen to your document before saving it by having OmniPage Pro read the text out loud.

The Export Destination drop-down list contains the following options:

- **Save as File**

Select *Save as File* to save a copy of a document to disk as a specified file type. See “Supported File Types” on page 55 and “Saving a Document” on page 45 for more information.



Select *Save and Launch* in the Save As dialog box to have OmniPage Pro automatically open your word-processing or other program when you save recognized text as a file.

- **Send as Mail**

Select *Send as Mail* to send a copy of a document as a file attached to a mail message. This is supported by MAPI-compliant mail applications such as Microsoft Outlook. See “Sending a Document as a Mail Attachment” on page 48 for more information.

- **Copy to Clipboard**

Select *Copy to Clipboard* to place a copy of a document on the Clipboard. See “Copying a Document to the Clipboard” on page 48 for more information.

- **Read Text Aloud**

Select Read Text Aloud to have OmniPage Pro convert recognized text into speech. OmniPage Pro will read your document out loud once from beginning to end.



Converted text is not saved as an audio file. Make sure you save your document after it has been read out loud if you want to retain the recognized text.

Activating Toolbar Commands

Select a command in each toolbar drop-down list. The pictures on the toolbars change as you set different process commands.

AutoOCR Toolbar

To activate the AutoOCR toolbar commands, do the following:

- Click the Start button or choose *Start* in the Process menu to begin automatic processing.
- Click the Stop button or choose *Stop* in the Process menu to pause automatic processing. The *Start* button changes to *Finish*.
- Click the Finish button or choose *Finish* in the Process menu to finish processing your document automatically. You can also switch to the Manual OCR toolbar or the OCR Wizard to finish processing your document. The *Finish* button changes to *Additional* when processing is complete.
- Click the Additional button or choose *Additional* in the Process menu to load and process more pages.

Manual OCR Toolbar

To activate the Manual OCR toolbar commands, do the following:

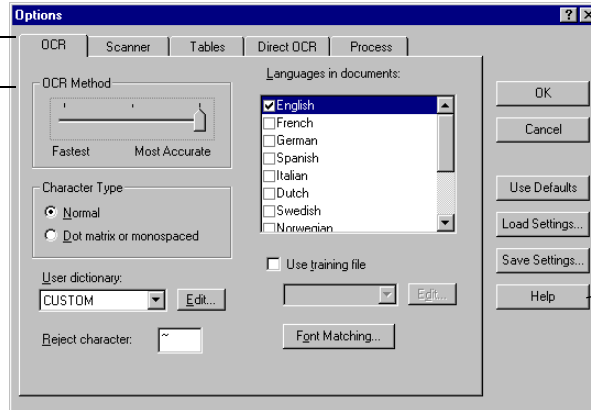
- Click the Document Source button to load or scan your document into OmniPage Pro.
- Click the Original Layout and Output Format button to process your document according to the selected commands and settings.
- Click the Export Destination button to export your document according to the selected commands and settings.

Selecting OmniPage Pro Settings



Click the Options button or choose *Options* ► *All...* in the Tools menu to open the Options dialog box. This is the central location for OmniPage Pro settings.

Click each tab to view and select different settings.



Click for a description of each setting.



Default settings are shown in most examples that follow. However, documents require different settings depending on their input attributes and your output goals. To get the best results, learn how to identify document characteristics and make selections for them. You may have to experiment with different settings and commands to get the results you want. Refer to the “Settings Guidelines” in the online Help for more information.

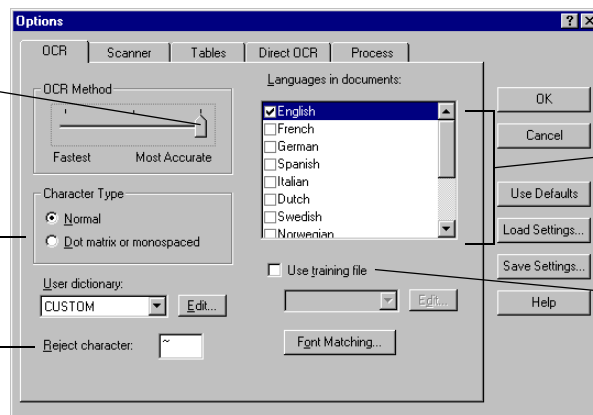
OCR Settings

Click the *OCR* tab to select settings that affect OCR accuracy.

Move the slider to the Most Accurate end of the scale to increase OCR accuracy to the highest level.

Select the type of characters that are in your document.

This is the character used in place of unknown characters. You can enter your own choice.



Select the languages that appear in your document.

Training files help recognize special characters during OCR.

Scanner Settings

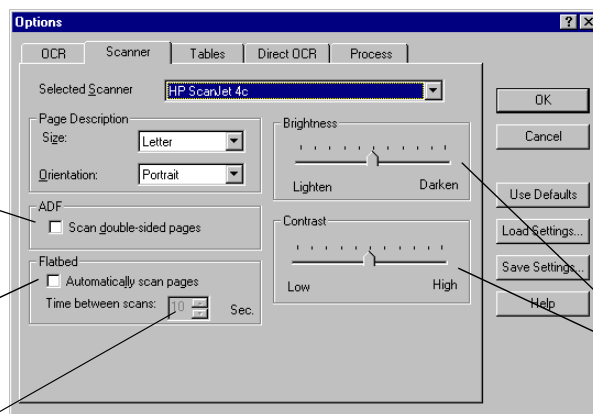
Click the *Scanner* tab to select settings for scanning pages.

The *Scanner* tab appears only if you have installed Caere Scan Manager, and depending on your particular scanner, your scanner might need to be connected and turned on for the *Scanner* tab to appear.

Select this to automatically scan double-sided pages if your scanner has an automatic document feeder.

Select this if you want to scan a multiple page document into OmniPage Pro.

Enter the number of seconds you want OmniPage Pro to wait before scanning the next page. Be sure to give yourself enough time to add the next page to your scanner.



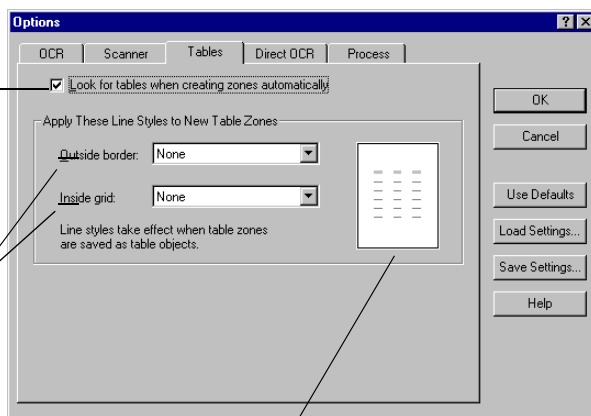
Use the brightness and contrast sliders if your scanning results are different than you expect.

Tables Settings

Click the *Tables* tab to select table settings for your document.

Select to automatically detect tables that have grid lines between rows and columns.

These drop-down menus determine how your table borders will look after export.



Changing the line styles using the drop-down menus will change the page icon to show the general appearance you can expect of the table grids and border after export.

Once line styles are changed, the color of the grid in the image view also changes:

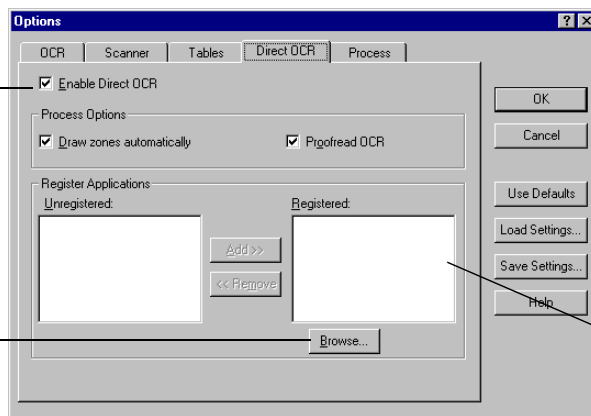
Light red shows single lines
Dark red shows double lines
Gray shows no lines

Direct OCR Settings

Click the *Direct OCR* tab to select settings for the Direct OCR feature. Direct OCR allows you to initiate OCR from another application. See “Processing Documents In Other Applications” on page 22 for more information.

Direct OCR allows you to start scanning and perform OCR from another application.

If your application is not listed, click *Browse...* to locate the application file (*.exe) and add it to the *Registered* list box.



An application must be registered to work with Direct OCR.



Some applications may be pre-registered with Direct OCR during OmniPage Pro installation. These applications will display in the *Registered* list box. You may need to register other applications to work with Direct OCR. Refer to the online Help for information on registering applications with Direct OCR.

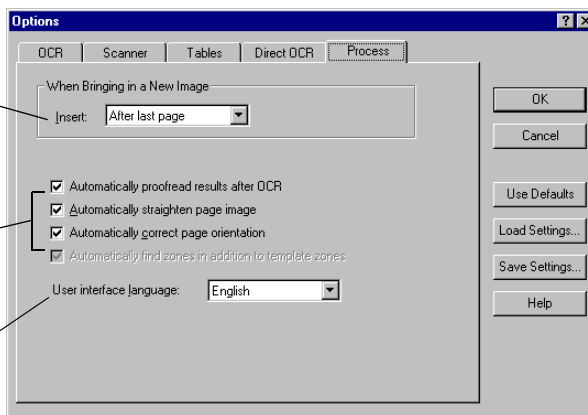
Process Settings

Click the *Process* tab to set commands and settings for each step of OCR.

Specifies where newly loaded or scanned images are to be added to an open document.

Usually, these settings should be selected for optimal accuracy. Deselect any that cause over-correction.

This is the language that will be used in dialog boxes, windows, and menu commands.





Saving and Exporting

Once you have loaded and recognized a document in OmniPage Pro, you can export the original image or recognized text to other applications by:

- Saving a Document
- Copying a Document to the Clipboard
- Sending a Document as a Mail Attachment
- Converting Text to Speech



After you export a document, a copy of the document remains open in OmniPage Pro. Save the document as an OmniPage Document (*.opd) if you want to reopen it in OmniPage Pro again. OmniPage Documents retain all original images, zones, and recognized text.

Saving a Document

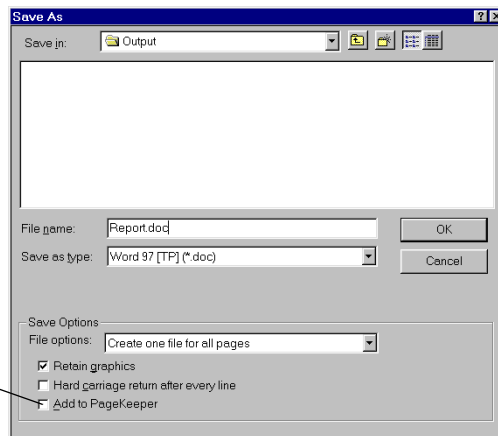
You can save recognized text and original images to disk in a variety of file types.

To save recognized text:

- 1 Choose *Save As...* in the File menu.
You can also click the Start button in the AutoOCR toolbar with *Save As File* selected in the Export Destination drop-down list.

Or, click the Export Destination button in the Manual OCR toolbar with *Save as File* selected in the drop-down list. The Save As dialog box appears.

The *Add to PageKeeper* setting only appears if you have PageKeeper installed on your computer. It puts a link to the saved document in PageKeeper's default folder.



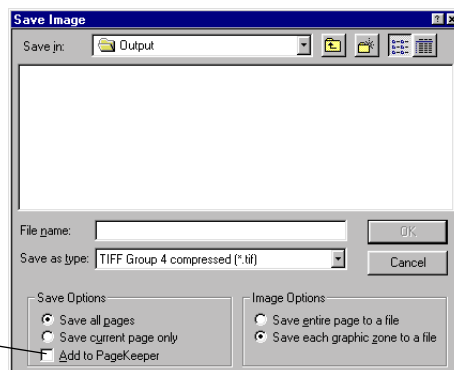
- 2 Select a folder location and file type for your document. See “Supported File Types” on page 55 for a complete list of supported file types.
- 3 Type in a file name and select save options.
- 4 Click OK.
The document is saved to disk as specified. Graphics and formatting are saved in the document only if the selected file type supports them.



You can select *Save and Launch* to automatically open your document in a specified application after it is saved.

To save original images:

- 1 Choose *Save Image...* in the File menu.
The Save Image dialog box appears.



The *Add to PageKeeper* setting only appears if you have PageKeeper installed on your computer. It puts a link to the saved document in PageKeeper's default folder.

- 2 Select a folder location and file type for your document.
See "Supported File Types" on page 55 for a complete list of supported file types.
- 3 Type in a file name and select *Save* and *Image* options.
- 4 Click OK.
The image is saved to disk as specified. (Zones and recognized text are not saved with the file.)

Saving a Document as You Work



Click the Save button in the Standard toolbar or choose *Save* in the File menu to save changes to the current document as you work.



The Save As dialog box appears the first time you choose *Save* if a document has not been saved as an OmniPage Document or text-based file.

If a document has been saved as an OmniPage Document (*.opd), all the changes you make in the open document are saved when you choose *Save*. If a document has been saved as a text-based file type, only the text changes are saved out to that file.

For example, suppose you save the current document as a text file called *Memo.txt*, but continue to make changes to the recognized text in OmniPage Pro. Whenever you choose *Save*, changes in the recognized text will be saved to the *Memo.txt* file.

Copying a Document to the Clipboard

You can copy every page of a recognized document to the Clipboard and then paste the text directly into another application.

To copy a document to the Clipboard:

- 1 Select *Copy to Clipboard* as the command in the Export Destination drop-down list on the Manual OCR or AutoOCR toolbar.
- 2 For step-by-step processing, click the Export Destination button on the Manual OCR toolbar, or choose *Copy to Clipboard* in the Process menu.
For automatic processing, click the Start button on the AutoOCR toolbar, or choose *Start* in the Process menu.
- 3 The document is copied to the Clipboard.



Text formatting, such as **bold** and *italics*, is retained when you paste into an application that supports RTF information. Otherwise, only plain text will be pasted. Graphics are retained if the application supports bitmap images.

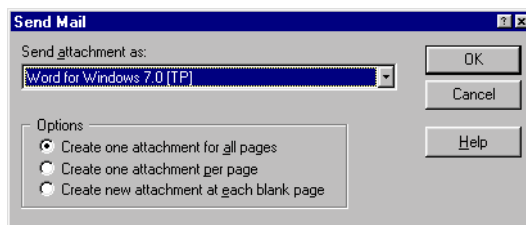
Sending a Document as a Mail Attachment

You can send a recognized document as a file attached to a mail message if you have a MAPI-compliant mail application, such as Microsoft Outlook, installed.

To send a document as a mail attachment:

- 1 Select *Send as Mail* as the command in the Export Destination drop-down list on the Manual OCR or AutoOCR toolbar.
- 2 For step-by-step processing, click the Export Destination button on the Manual OCR toolbar, or choose *Copy to Clipboard* in the Process menu.
For automatic processing, click the Start button on the AutoOCR toolbar, or choose *Start* in the Process menu.

You can also select *Send as Mail* in the File menu.
The Send Mail dialog box appears.



- 3 Specify a file type and attachment options for your document.
- 4 Click *OK*.
- 5 Log into your mail application if you are prompted to do so.
A new message appears ready for addressing.
- 6 Address your mail message as desired and click the *Send* button.
The document is sent as an attachment to the mail message.

Converting Text to Speech

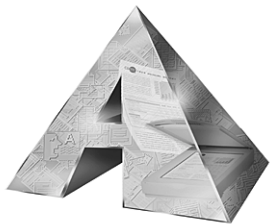
OmniPage Pro can convert your recognized text into speech and read it out loud, allowing you to listen to your document.

To convert recognized text to speech:

- 1 Select *Read Text Aloud* as the command in the Export Destination drop-down list of the AutoOCR or Manual OCR toolbar.
- 2 Click the *Start* button on the AutoOCR toolbar or choose *Start* in the Process menu for automatic processing.
- 3 Click the *Export Destination* button on the Manual OCR toolbar, or choose *Read Text Aloud* in the Process menu for manual processing.
- 4 OmniPage Pro will read your document out loud once from beginning to end.



To save recognized text after it is read out loud, choose *Save As...* in the File menu. Save a document as an OmniPage Document file (*.opd) if you want to reopen it in OmniPage Pro again.



Chapter 6

Technical Information

This chapter provides troubleshooting and other technical information about using OmniPage Pro.

Please also read the online *Readme* file and the *Scanner Setup Notes*. The *Scanner Setup Notes* contains detailed information about scanner setup and support. The *Readme* file contains last-minute information relating to OmniPage Pro. To open these documents, choose *Scanner Setup Notes* or *Readme* in the Help menu.

Please continue reading this chapter for information on these topics:

- General Troubleshooting Solutions
- Supported File Types
- OCR Problems
- Uninstalling the Software

General Troubleshooting Solutions

Although OmniPage Pro is designed to be easy to use, problems sometimes occur. Many of the error messages contain self-explanatory descriptions of what to do — check connections, close other applications to free up memory, and so on. Sometimes that is all the troubleshooting help you need.



Please see your Windows documentation for information on optimizing your system and application performance.

Topics in this section include:

- Solutions to Try First
- Testing OmniPage Pro
- Low Memory Problems
- Low Disk Space Problems

Solutions to Try First

Try these possible solutions if you experience problems using OmniPage Pro:

- Make sure that your system meets all requirements listed under “Minimum System Requirements” on page 2.
- Make sure that your scanner is plugged in and that all cable connections are secure.
- Turn off your computer and your scanner, turn your scanner back on, and then restart your computer. Make sure other applications are functioning properly.
- Use the software that came with your scanner to verify that the scanner works properly before using it with OmniPage Pro.
- Make sure you have the correct drivers for your scanner, printer, and video card. Choose *Scanner Setup Notes* in the Help menu for more information.
- Run ScanDisk for Windows 95 or 98, or Check Disk for Windows NT and Windows 2000 to check your hard disk for errors. See Windows online Help for more information.
- Defragment your hard disk. See Windows online Help for more information.
- Uninstall and reinstall OmniPage Pro and Caere Scan Manager.

Testing OmniPage Pro

Restarting Windows 95, 98, or 2000 in *safe mode* or Windows NT in *VGA mode* allows you to test OmniPage Pro on a simplified system. This is recommended when you cannot resolve crashing problems or if OmniPage Pro has stopped running altogether. See Windows online Help for more information.



Your scanner will not run with OmniPage Pro in safe mode or VGA mode, so do not test scanner problems in this configuration.

To test OmniPage Pro in safe mode (Windows 95 or 98):

- 1 Restart your computer in safe mode by pressing F8 immediately after you see the "Starting Windows" message.
- 2 Launch OmniPage Pro and try performing OCR on an image. Use an existing image file such as the `Sample.tif` file.
 - If OmniPage Pro does not launch or run properly in safe mode, then there may be a problem with the installation. Uninstall and reinstall OmniPage Pro, and then run it in Windows safe mode.
 - If OmniPage Pro runs in safe mode, then a device driver on your system may be interfering with OmniPage Pro operation. Troubleshoot the problem by restarting Windows in Step-by-Step Confirmation mode. See Windows online Help for more information.

To test OmniPage Pro in VGA mode (Windows NT or 2000):

- 1 Restart your computer.
- 2 Select *Windows NT Workstation Version 4.00 [VGA mode]* and press Enter.
- 3 Press Ctrl+Alt+Delete and select *Task Manager*.
- 4 In the Task Manager dialog box, select all background applications and click *End Process*. See Windows online Help for more information.
- 5 Launch OmniPage Pro and try performing OCR on an image. Use an existing image file such as the `Sample.tif` file.

Low Memory Problems

OmniPage Pro may run poorly under low-memory conditions. This may be indicated by various error messages or if OmniPage Pro works slowly and accesses the hard drive often. Try these solutions for low memory conditions:

- Restart your computer.
- Close other open applications to release memory.
- Close unnecessary OmniPage Pro windows.
- Defragment your hard disk to free up contiguous blocks of disk space. See Windows online Help for instructions.
- Increase the amount of free hard disk space.
- Increase your computer's physical memory (RAM).
More memory optimizes OCR performance. See "Minimum System Requirements" on page 2 for more information.

Low Disk Space Problems

Problems may occur if your system runs low on free disk space. Try these solutions for low disk space problems:

- Empty the Windows Recycle Bin.
- Close all open applications and delete the *.tmp files in the Temp folder. This folder is usually located in your Windows folder.
- Run ScanDisk for Windows 95 or 98, or Check Disk for Windows NT or Windows 2000 to check for errors that may be using disk space. See Windows online Help for instructions.
- Back up unneeded files onto floppy disks or other media and delete them from your hard disk.
- Remove Windows applications that you do not use.
- Defragment your hard disk. See Windows online Help for instructions.
- Clear the cache for your web browser and limit its size.

Supported File Types

OmniPage Pro can open these file types:

BMP, Bitmap (*.bmp)	PCX (*.pcx)
DCX (*.dcx)	TIFF Packbits (*.tif)
JPEG (*.jpg)	TIFF uncompressed (*.tif)
OmniPage Document (*.opd)	TIFF Group 3 or 4 compressed (*.tif)

TIFF files can be single- or multiple-page; color, line art, or grayscale; compressed or uncompressed. They can be up to 600 dpi, but 300 dpi is recommended for optimal OCR accuracy.

OmniPage Pro stores line-art image at 300 dpi and grayscale and color images at a 150 dpi.

OmniPage Pro can save original images to these file types:

Bitmap (*.bmp)	TIFF uncompressed (*.tif)
OmniPage document (*.opd)	TIFF Packbits (*.tif)
PCX (*.pcx)	TIFF Group 4 compressed (*.tif)

OmniPage Pro can save recognized text to these file formats:

dBase III, III+, IV, 5.5	Microsoft PowerPoint 97	Text only with line breaks
Excel 3.0, 4.0, 5.0, 6.0, 7.0, 97, 2000	Microsoft Publisher 98	Ventura Publisher (MS Word)
FrameMaker 5.5.3	OmniPage Document	Word for Windows 2.0, 6.0, 7.0, 95, 97, 2000
Freelance Graphics	PageMaker 6.5.2 (MS Word)	Wordpad
Harvard Graphics	Quattro Pro for Windows 4.0, 8 (Excel 4.0)	WordPerfect for Windows 5.1, 5.2, 6.0, 6.1, 95, 8.0
HTML	Rich Text Format	Word Pro 96, 97
Lotus 1-2-3, 97	Text only	

When saving to HTML, all graphics are saved as separate image files using JPEG format.

OCR Problems

This section contains information and solutions for possible OCR problems.

Topics in this section include:

- System Crash During OCR
- Text Does Not Get Recognized Properly
- Problems With Fax Recognition

System Crash During OCR

Try these solutions if a crash occurs during OCR or if processing takes a very long time:

- Resolve low memory problems. See “Low Memory Problems” on page 54 for more information.
- Resolve low disk space problems. See “Low Disk Space Problems” on page 54 for more information.
- Minimize all applications or click Alt+Tab to check for Windows error messages.
- Check the quality of the image you are recognizing.
Choose *Scanner Setup Notes* in the Help menu for ways to improve the quality of scanned images.
- Break complex page images (lots of text and graphics or elaborate formatting) into smaller jobs. Draw zones manually or modify automatically created zones and perform OCR on one page area at a time. See the online Help for information on creating and modifying zones.
- Restart Windows 95 and 98 in safe mode, or Windows NT and Windows 2000 in VGA mode and test OmniPage Pro by performing OCR on the included *Sample.tif*. See “Testing OmniPage Pro” on page 53.
- If you are performing multiple tasks at once, such as recognizing and printing, OCR may take longer.

Text Does Not Get Recognized Properly

Try these solutions if any part of the original document is not converted to text properly during OCR:

- Look at the original page image and make sure that all text areas are enclosed by text zones. If an area is not enclosed by a zone, it is ignored during OCR. See the online Help for information on creating and modifying zones.
- Make sure text zones are identified correctly. Reidentify zone types and contents, if necessary, and perform OCR on the document again. See “Changing Zone Properties” on page 24 for more information.
- Adjust the Brightness and Contrast sliders in the *Scanner* settings of the Options dialog box. You may need to experiment with different settings combinations to get the desired results.
- Make sure the correct document languages are selected in the *OCR* settings. Only languages included in the document should be selected.
- Train OmniPage Pro to recognize special characters that might normally be difficult to recognize, such as the copyright symbol © or the registered trademark symbol ®. Do not train OmniPage Pro for regular characters because it may interfere with recognition. See “Training OCR for Special Characters” in the online Help for more information.
- If you use *True Page* as the *Output Format* setting, recognized text gets put into frames (formatting boxes) in the text view. Some text may be hidden from view if a frame is too small. To view the text, place the cursor in the text frame and use the arrow keys on your keyboard to scroll to the top, bottom, left, or right of the frame.
- Check the glass, mirrors, and lenses on your scanner for dust, smudges, or scratches. Clean if necessary.



OmniPage Pro only recognizes machine printed-text characters such as typewritten or laser-printed text. However, it can retain handwritten text, such as a signature, as a graphic.

Problems With Fax Recognition

Try these solutions to improve OCR accuracy on fax images:

- Ask senders to select *Fine* or *Best* mode when they send you a fax. This produces a resolution of 200x200 dpi.
- Ask senders to transmit files directly to your computer via fax modem if you both have one. You can save fax images as image files and then load them into OmniPage Pro. See “Supported File Types” on page 55 for more information.
- Ask senders to use clean, original documents if possible. Sans serif fonts (such as the one used for headings in this manual) are easier to recognize than serif fonts (such as the one used for body text in this manual).

Uninstalling the Software

Sometimes uninstalling and then reinstalling OmniPage Pro and Caere Scan Manager will solve a problem.

OmniPage Pro's Uninstall program will *not remove* any of the following files:

- Zone templates (*.zon)
- Training files (*.trn)
- User dictionaries (*.ud)
- Temp files (*.tmp)



To uninstall from Windows NT or Windows 2000, you must be logged into your computer with administrator privileges.

To uninstall OmniPage Pro:

- 1 Close OmniPage Pro.
- 2 Click *Start* in the Windows taskbar and choose *Settings* ▶ *Control Panel* ▶ *Add/Remove Programs*.
- 3 Select OmniPage Pro and click *Add/Remove*.
- 4 Click *OK* to confirm that you want to remove OmniPage Pro.
- 5 Restart your computer.

Some icons and program files may remain on your system if they have been renamed, modified, or moved.

To uninstall Caere Scan Manager:

- 1 Close OmniPage Pro.
- 2 Click *Start* in the Windows taskbar and choose *Settings ▶ Control Panel ▶ Add/Remove Programs*.
- 3 Select *Caere Scan Manager* and click *Add/Remove*.
- 4 Click *OK* to confirm that you want to remove Caere Scan Manager.
- 5 Restart your computer.
Some icons and program files may remain on your system if they have been renamed, modified, or moved to different locations.



Index

A

- Adjusting
 - page images before OCR 23
 - view of pages 29
- Automatic processing 20, 21
- AutoOCR toolbar 11, 12
 - location of 10
 - overview 34

B

- Basic steps of OCR 9

C

- Caere Documents
 - see *OmniPage Documents*
- Caere Product Support x
- Changing pages in a document 29
- Checking OCR results 25
- Clipboard, copying an entire document to 48
- Closing documents 31
- Colored text
 - turning off color markers 25
- Comparing text with images 27
- Conventions, in this manual viii
- Converting 49
- Converting text to speech 49
- Copying and pasting text 48
 - see also *OmniPage Pro's online help*
- Current document, finishing 20, 21

D

- Deinstalling the software 60
- Deleting pages 30
- Desktop 10

Direct OCR

- settings 42
 - using in other applications 22
- ## Disk space
- increasing 54
 - minimum required 2
- ## Document
- finishing 20, 21
 - processing automatically 20, 21
- ## Drag and Drop
- see *OmniPage Pro's online help*

E

- Enlarging
 - a page view 29
- Errors
 - checking in the text view 25
 - possible reasons for 58
- Exchange
 - sending a recognized document with 48
- Exporting documents
 - copying an entire document to the Clipboard 48
 - saving original images 47
 - saving recognized text 45
 - sending a document as a mail attachment 48

F

- Faxes
 - improving recognition accuracy of 59
- Finishing the current document 20, 21
- Frames
 - text hidden by 58

G

- Getting online Help ix
- Going to a particular page 29
- Green text 25

H

- Handwritten text 8
- Hard disk space
 - minimum required 2
- Help, online ix
- Hidden text 58
- Home page for Caere x

I

- Image files
 - saving 47
 - supported types 55
- Image toolbar
 - location of 10
- Image view 4, 10
- Images
 - defined 8
 - reordering pages 30
 - saving original 47
- Initiating OCR outside *OmniPage Pro* 22
- Installing
 - OmniPage Pro* 2
- Introduction to *OmniPage Pro* 7

L

- Low disk space problems 54
- Low memory problems 54

-
- M**
- Manual OCR toolbar 12
 - MAPI-compliant mail 48
 - Memory
 - minimum required 2
 - problems 54
 - Microsoft Exchange or Outlook
 - sending a recognized document with 48
 - Minimum requirements 2
 - Modifying text
 - see OmniPage Pro's online help
- N**
- New documents, automatically processing 20, 21
- O**
- OCR
 - automatic processing 20, 21
 - AutoOCR toolbar 34
 - basic steps of 9
 - defined 8
 - problems with 57
 - OCR settings 40
 - OCR Wizard 12
 - using 19
 - OLE
 - see OmniPage Pro's online help
 - OmniPage Documents
 - recommendation for saving 45
 - saving as you work 47
 - OmniPage Pro
 - basic steps of OCR 9
 - desktop 10
 - installing 2
 - overview of OCR 8
 - starting 4
 - system requirements 2
 - Onscreen error messages 52
 - Optical character recognition
 - see *OCR*
 - Options dialog box 39
 - see also OmniPage Pro's online help
 - Original image
 - comparing to text 27
 - saving 47
 - Outlook
 - sending a recognized document with 48
- P**
- PageKeeper setting 46, 47
 - Pages
 - changing 29
 - deleting 30
 - reordering 30
 - resizing view of 29
 - Pasting text
 - see OmniPage Pro's online help
 - Printing text and images 31
 - Process settings, Options dialog box 43
 - Product support services x
 - Proofreading OCR results
 - checking for errors in the text view 25
- R**
- RAM requirements 54
 - Red text 25
 - Registering applications with Direct OCR 42
 - Registering OmniPage Pro 5
 - Reject characters 25
 - Reordering
 - pages 30
 - Reregistering OmniPage Pro 5
 - Resizing
 - a page view 29
 - Rich Text Format 56
 - Rotating page images 23
- S**
- Saving
 - OmniPage Documents 45
 - original images 47
 - recognized text 45
 - Scan Manager
 - uninstalling 60
 - Scanner settings 40
 - Sending a document as a mail attachment 48
 - Settings, Options 39
 - Setup
 - installing OmniPage Pro 2
 - Specifying zone properties 24
 - Speech
 - converting text to 49
 - Standard toolbar 13
 - location of 10
 - Starting OCR outside OmniPage Pro 22
 - Starting OmniPage Pro 4
 - Steps of OCR 9
 - Straightening page images 23
 - Support services x
 - Supported file formats 55
 - Supported scanners
 - see the Scanner Setup Notes
 - Suspected errors 25
 - Switching
 - pages 29
 - System requirements 2
- T**
- Tables settings 41
 - Technical support services x
 - Testing OmniPage Pro
 - on Windows 2000 53
 - on Windows 95 53
 - on Windows 98 53
 - on Windows NT 53
 - Text characters
 - checking for errors 26
 - hidden from view 58
 - verifying against image 27
 - Text frames 58
 - text hidden in 58
 - Text recognition
 - problems with 57
 - Text to speech 49
 - Text view 10
 - Text, green or red 25
 - The basic steps of OCR 9
 - Thumbnail view 10
 - changing pages in 29
 - reordering pages in 30

Toolbars

- AutoOCR 11, 12, 34
- Manual OCR 12
- OCR Wizard 12
- Standard 13

Troubleshooting 52–59

- general solutions 52
- low disk space problems 54
- low memory problems 54
- OCR problems 57
- product support services x
- text does not get recognized 58
- uninstalling the software 60

True Page

- frames in the text view 58

U

Undoing changes 31

Uninstalling the software 60

Using OCR in other applications 22

Using online help ix

V

Viewing and resizing pages 29

Viewing original images 27

W

Web

- Caere site x

Wizard, for OCR 19

Working with documents 28

Z

Zone properties

- changing 24

Zone types

- selecting 24

Zones

- alphanumeric 24
- graphic 24
- selecting properties for 24

Zooming in or out 29